

Service Personnel Using OTIS – Online Training Information System

First! Update Your Personal Data! Validate and change personal information on file (e.g., your phone number, mailing address and e-mail address).

Find a Course Description– Search for and view a catalog of NCTC Courses, as well as launch computer-based training. View scheduled classes for the course, and add yourself to the waiting list for courses that do not currently have any classes scheduled.

Find a Scheduled Course – View the all classes currently scheduled and register for classes that have available space.

Home – Click here at any time to return to this Self Service Main Screen

Registrations – Check the status of your registrations and requests for training.

Transcripts – View your personal training history including courses that you have completed at NCTC and those that you have attended through other sources (Non-NCTC).

Don't Know What You Want to Search for? Use Key Word Search! - Enter a word or subject you are interested in and click Go to locate a course within the catalog.

When finished, please remember to LOG OFF!

ATTENTION: When you are finished using OTIS, please remember to LOG OFF.

Registering via NCTC's OTIS does NOT GUARANTEE ENROLLMENT in NCTC Classes. Once selected for enrollment, you will receive confirmation and specific class information under separate cover. Thank you!

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Searching for a Class - Use the Find a Scheduled Course link to search for all scheduled class dates offered by NCTC and FWS Regions

To Register

1. Click the Class ID.
2. Click Proceed to complete the Registration Process

To View the Class Details – Click on the Class Name for a Course Description and other details

Class ID	Course Code	Course Name	Date/Time
3465	TEC7140	COMPUTER SUPPORT OVERVIEW	02/24/2003 08:00 AM 02/26/2003 05:00 PM
3105	TEC7141	COMPUTER SUPPORT FOR FIELD STATIONS-BASIC	12/02/2002 08:00 AM 12/13/2002 05:00 PM
3480	TEC7141	COMPUTER SUPPORT FOR FIELD STATIONS-BASIC	07/07/2003 08:00 AM 07/18/2003 05:00 PM
3103	TEC7142	COMPUTER SUPPORT FOR FIELD STATIONS-ADV.	09/16/2002 08:00 AM 09/20/2002 05:00 PM
3489	TEC7142	COMPUTER SUPPORT FOR FIELD STATIONS-ADV.	09/15/2003 08:00 AM 09/19/2003 05:00 PM

Class Registration

Class ID: 3465
Course Code: TEC7140
Course Name: COMPUTER SUPPORT OVERVIEW
Employee Code: FWS-200882
Employee Name: Patricia A Houghton
Date Registered: 07/30/2002
Date Requesting: 02/24/2003
Electronic Mail Address: Pat_Houghton@fws.gov

Class Summary

Tuition: \$570.00
Course Types: Credited
Class Status: Scheduled
Currently Registered: 0
Class Min/Max: 10 / 24

Course Description: Participants in this course learn, through hands-on exercises, how to perform numerous tasks necessary in the setup, maintenance, and use of personal computers. The course covers information needed for participants to improve their understanding of the personal computer and provides basic skills in troubleshooting, upgrading, and maintaining a PC. The information learned in this course will also help improve participants' effectiveness in communicating and working with computer technicians. College Credit: 1 semester hour.

Course Objectives: Install/uninstall hardware and software; Troubleshoot and fix common hardware and software problems; Accomplish typical hardware and software upgrades; Customize your operating system "desktop" features; Document your computer's system configuration; Work with printers and other peripherals; and Perform an operating system upgrade. **Who Should Attend:** Anyone who wishes to gain further skills needed to operate and support a personal computer.

NCTC's OTIS (Online Training Information System) does NOT GUARANTEE ENROLLMENT in NCTC Classes. Once selected for enrollment, you will receive confirmation and specific class information under separate cover. Please do not

NCTC and Non-NCTC Transcripts

Use the Transcripts link to view your personal Training History and to input your Non-NCTC training records.

Transcripts

Please enter your selection and sort criteria and click Search

Course Code: <input type="text"/>	Completed between: <input type="text"/> (mm/dd/yyyy)
Course Name: <input type="text"/>	<input checked="" type="checkbox"/> Embedded Word and: <input type="text"/> (mm/dd/yyyy)
Class Status: <input type="text" value="Any Status"/>	Type: <input type="text" value="NCTC Transcripts"/>

Sort Order: ☒ Course Code ☐ Course Name ☐ Date Completed ☐ History Status

To Search for your NCTC Transcripts – Click the Type field. Choose NCTC Transcripts, click Search

To Search for your Non-NCTC Transcripts – Click the Type field. Choose Non-NCTC Transcripts click Search. Input Non-NCTC training records.

Terms Used in OTIS

Course - A complete unit of learning listed in the catalog.

Scheduled Course - A scheduled instance of a course. A class has a specific date and time associated with it. Not applicable for self-study or similar computer-based training.

NCTC Transcripts – The history record created when an individual completes a NCTC course. Often includes the date complete, scores, and other relevant information. Note: A transcript can also be created for a failure to complete a course (e.g., no show, dropped, cancelled, etc.).

Non-NCTC Transcripts – The transcript record created by the individual for Non-NCTC training.

Registration Status - There are three possible statuses of registration with regard to a course or class.

Enrolled – A seat has been reserved for you in a specific class date. Note: An approval from your manager or supervisor may still be required prior to attending.

Online Standby – You have expressed interest in attending a specific class date. Your registration has not been fully processed at this time; this is the default status for you when applying via OTIS.

Waiting List – You have expressed an interest in taking a course, but have not selected a specific class date to enroll in. This could be because you have not decided which class to attend, none fit your availability, or that no classes are scheduled for the course. Training administrators often use the waiting list as a gauge as to whether additional classes should be scheduled.

Thank you for using OTIS! Please let us assist you if you are having trouble. Please call 304/876-7692 or 304/876-7267 between 8:00 am and 5:00 pm (e.s.t.) for assistance.